

MANAGEMENT ACCOUNTANT-SENIOR

Recruitment

List Type	Original
Requesting Department	Department of Emergency Communications
Open Date	March 20, 2026
Filing Deadline	April 10, 2026
HR Analyst	Jamie Heberer

INTRODUCTION

The City of Milwaukee is proud to employ a diverse workforce dedicated to delivering exceptional service to its residents. If you are passionate about being part of an inclusive team of public servants, please consider the following opportunity.

PURPOSE

The Management Accountant Senior oversees the processing of the Department of Emergency Communications (DEC) employee payroll, implements accounting activities, maintains accurate financial records, and assists with budget preparations.

ESSENTIAL FUNCTIONS

Payroll Administration and Report Management

- Using the City's payroll system, including CityTime and the Human Resources Management System (HRMS), audit, edit, and reconcile biweekly time entries for departmental employees in compliance with City policies and procedures.
- Process payroll adjustments, corrections, and separation payouts; ensure accuracy and timeliness of all payroll transactions.
- Provide guidance and support to employees on time entry, onboarding, benefits enrollment, tuition reimbursement, and related payroll matters.
- Maintain comprehensive employee records, including tax forms, wage requests, leave of absence/ Family Medical Leave Act (FMLA) tracking, and database updates.

Accounts Payable and Receivables

- Administer departmental financial transactions, including processing requisitions, purchase orders, invoices, and interdepartmental reimbursements (IRIs) in the City's Financial Management System (FMIS) and Workday.
- Maintain accurate accounts payable records and generate accounts receivable reports to support financial oversight.
- Respond to inquiries from vendors and internal staff regarding payment status and account activity.

Purchasing and Financial Support

- Prepare and monitor contracts, bids, and Requests for Proposals (RFPs); track expiration dates and process amendments as required.
- Organize and maintain documentation for contracts, requisitions, RFP files, billing, and payables to ensure compliance with City standards.
- Oversee office resources by ordering supplies, managing inventory, and facilitating ProCard purchases; process related documentation and payments.
- Run daily and weekly budget queries and provide timely updates to the Finance Manager regarding financial status and office operations, and assist with budget preparations.

We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

MINIMUM REQUIREMENTS

1. Bachelor's degree in business administration or a closely related field from an accredited college or university.
2. Two years of accounting and/or financial experience related to the position.

Equivalent combinations of education and experience may also be considered.

NOTICE: Please do not attach your academic transcripts to your employment application. The hiring department will verify candidates' education as part of the background screening process prior to extending any job offers.

KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

Technical

- Knowledge of the principles and practices of governmental accounting, budgeting, and the analysis and reporting of financial data.
- Knowledge of mathematics, accounting principles, and accounts payable processes; ability to make accurate calculations and manage complex payroll functions.
- Ability to learn and apply payroll and federal compliance requirements.
- Ability to read, interpret, and clearly explain benefits, payroll deductions, leave policies, procedures, and forms.
- Commitment to keeping up-to-date with best practices in accounting.
- Ability to read, understand, and interpret complex work-related documents such as contracts, budgets, financial statements, accounting policies and procedures, corporate documents, and audit reports.
- Ability to proficiently use spreadsheets, databases, word processing software, and statistical programs.
- Skill in conducting research, analyzing complex issues, and formulating recommendations.
- Ability to learn and use the City's Financial Management Information Systems (FMIS), Human Resources Management System (HRMS), Workday, and other reporting software.

Communication and Interpersonal

- Ability to work well independently and function as part of a team.
- Verbal communications skills, including the ability to present data and findings concisely and clearly before various audiences.
- Written communication skills, including the ability to credibly write reports, business correspondence, emails, and procedures manuals so individuals at all levels of the organization can understand them.

- Ability to practice active listening by giving full attention to what other people are saying, taking time to understand the points being made, and asking questions as appropriate.
- Ability to lead and work cooperatively with team members, grant partners and participants, departmental representatives, and City officials.
- Ability to work cooperatively and fairly with people whose backgrounds may differ from one's own.

Judgment and Responsibility

- Ability to organize work effectively and efficiently, utilizing resources to accomplish multiple tasks according to deadlines.
- Ability to initiate and complete projects promptly, with limited supervision.
- Ability to perform under pressure, to manage multiple priorities, and to work within tight time constraints.
- Ability to maintain composure during stressful situations.
- Ability to use logic and reasoning to identify problems and make sound decisions, including situations where only limited information is available.
- Ability to apply ethics and exercise the importance of independence.
- Honesty, integrity, and the ability to maintain confidentiality.

CURRENT SALARY

The current salary range (2JX) is **\$72,768- \$95,390** annually, and the resident incentive salary range for City of Milwaukee residents is **\$75,679-\$99,206** annually. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

BENEFITS

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Paid Parental Leave
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 12 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

SELECTION PROCESS

THE SELECTION PROCESS will be job-related and will consist of one or more of the following: an evaluation of education, experience, and/or responses to supplemental questions; a written or performance test, a structured interview, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to structured interviews and performance examinations. Structured interviews may include written exercises. Selection process component weights will be determined by further analysis of the job.

INITIAL FILING DATE - The selection process will be held as soon as practical after the deadline listed above. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the City's needs are met. Qualified applicants will be notified of the date, time, and place of the selection process components. Unless required by law, the City of Milwaukee will not provide alternative dates or times for the selection process. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

ADDITIONAL INFORMATION

APPLICATION and further information may be accessed by visiting <https://www.jobapscloud.com/MIL/>.

- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202

CONCLUSION

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The City of Milwaukee values and encourages diversity and is an equal opportunity employer.